

SIGN PERMIT/APPLICATION

CITY OF RICHMOND HILL
Planning, Zoning and Building Department
P.O. Box 250 Richmond Hill, Ga. 31324

FEE \$ Planning & Zoning Technician (912) 756-3592 or Zoning Administrator (912) 756- 3735

BUSINESS: CONTACT NAME: DATE:
ADDRESS:
PHONE: Email:
BUILDING SQ. FT.: TENANT SPACE SQ. FT.:
BUSINESS OWNER: PHONE:
PROPERTY OWNERS NAME (IF DIFFERENT THAN APPLICANT):
ADDRESS: PHONE:
INSTALLER & CONTACT: ADDRESS: PHONE:

TYPE OF PERMIT:
SINGLE RESIDENTIAL LOT (Max Height 4 ft., Max Size 12 Sq. Ft.) SKIP BELOW TO ADDITIONAL NOTES 1, 11 & 14
NON RESIDENTIAL MULTI-FAMILY & OTHER RESIDENTIAL TYPES OCCUPYING A SINGLE PROPERTY IN COMMON
SINGLE FAMILY SUBDIVISION

BUSINESS FRONTS ON HOW MANY DEDICATED NON RESIDENTIAL STREETS ONE TWO
TYPE OF SIGN(S): ILLUMINATED NON-ILLUMINATED

NEW BUILDINGS/DEVELOPMENTS ONLY
MASTER SIGN PLAN: SEE SIGNAGE REGULATIONS SECTION 14(b)(2)&(3)
GRAND OPENING: SEE SIGNAGE REGULATIONS SECTION 13(h)(2)&(3)

NEW AND EXISTING BUILDINGS/DEVELOPMENTS ONLY
PLANNED CENTER BUILDINGS LESS THAN 50,000 SQ.FT.
PRINCIPAL FREESTANDING SIGN (Max Height 8 ft., Max Sign Face Area 40 Sq. Ft. Per Side, Max Sign Structure 100 Sq. Ft.)
PRINCIPAL BUILDING SIGN (1 Sq. Ft. Per Liner Ft. Tenant Frontage, Max 60 Sq. Ft.)

PLANNED CENTER BUILDINGS 50,000 SQ.FT. OR MORE
PRINCIPAL FREESTANDING SIGN (Max Height 15 ft., Max Sign Face Area 60 Sq. Ft. Per Side, Max Sign Structure 250 Sq. Ft.)
PRINCIPAL BUILDING SIGN, PRIMARY TENANT/OCCUPANT (1 Sq. Ft. Per Liner Ft. Tenant Frontage, Max 160 Sq. Ft.)
PRINCIPAL BUILDING SIGN, NON PRIMARY TENANT/OCCUPANT (1 Sq. Ft. Per Liner Ft. Tenant Frontage, Max 60 Sq. Ft.)

SINGLE OCCUPANT BUILDINGS LESS THAN 50,000 SQ.FT.
PRINCIPAL FREESTANDING SIGN (Max Height 8 ft., Max Sign Face Area 40 Sq. Ft. Per Side, Max Sign Structure 100 Sq. Ft.)
PRINCIPAL BUILDING SIGN (One Frontage: 1 Sign, Max 75 Sq. Ft., Two Frontages: 2 Signs, Max 150 Total Sq. Ft.)

SINGLE OCCUPANT BUILDINGS 50,000 SQ.FT. OR MORE
PRINCIPAL FREESTANDING SIGN (Max Height 15 ft., Max Sign Face Area 60 Sq. Ft. Per Side, Max Sign Structure 250 Sq. Ft.)
PRINCIPAL BUILDING SIGN (One Frontage: 1 Sign, Max 160 Sq. Ft., Two Frontages: 2 Signs, Max 300 Total Sq. Ft.)

ALL COMMERCIAL
MISCELLANEOUS BUILDING SIGN/ SIDEWALK PEDESTRIAN SIGN/GAS STATION SIGNS/REAR ENTRANCE SIGNS
(See Permit Application Packet For Details)

PROJECT ENTRANCE SIGN
SINGLE SIDED (2 Allowed Per Entrance, Max Height 6 ft., Max Sign Face Area 30 Sq. Ft.)
DOUBLE SIDED (1 Allowed Per Entrance, Max Height 6 ft., Max Sign Face Area 30 Sq. Ft. Per Side)

PRE-PERMANENT SIGN (Allowed Until Permanent Sign Is Installed Or 60 Days Whichever Is Less)
BUILDING LESS THAN 50,000 Sq. Ft. (1 Allowed, Max Height 8 ft., Max Size 32 Sq. Ft) SEE SIGNAGE REG SECTION 13(j)
BUILDING 50,000 Sq. Ft. OR LARGER (1 Allowed, Max Height 10 ft., Max Size 64 Sq. Ft) SEE SIGNAGE REG SECTION 13(j)

ADDITIONAL NOTES:
1. ALL SIGNS REQUIRE MINIMUM 10 FT. SETBACK FROM RIGHTS-OF-WAY. Initial
2. NON RESIDENTIAL ALLOWABLE SIGNS: MONUMENT AND HYBRID MONUMENT ONLY. Initial
3. MULTI-FAMILY & OTHER RESIDENTIAL OCCUPYING A SINGLE PROPERTY IN COMMON ALLOWABLE SIGNS: PROJECT ENTRANCE SIGNS ONLY. Initial
4. LANDSCAPING REQUIRED, SEE SIGNAGE REGULATIONS SECTION 11, RESIDENTIAL EXEMPT. Initial
5. CERTAIN COLOR RESTRICTIONS APPLY, SEE COLOR CHART AVAILABLE FROM ZONING ADMINISTRATOR. Initial
6. SIGN STRUCTURE ALLOWABLE MATERIALS: NATURAL TO THE MATERIAL SUCH AS STONE, BRICK, STUCCO, ETC. Initial
7. SIGN FACE BACKGROUND ALLOWABLE MATERIALS: STONE, NATURAL WOOD, OLD WOOD, TILE, BRICK, ETC. Initial
8. MISCELLANEOUS FREESTANDING SIGNS ARE EXEMPT FROM PERMITTING, SEE SIGNAGE REGULATIONS SECTION 12. Initial
9. ONLY MANUALLY ACTIVATED CHANGEABLE COPY SIGNS ALLOWED AND ONLY FOR NON RESIDENTIAL USE, SEE SIGNAGE REGULATIONS SECTION 12(g). Initial
10. ADDRESS NUMERALS MINIMUM 6 INCHES IN HEIGHT REQUIRED ON ALL FREESTANDING SIGNS. Initial
11. SITE PLAN REQUIRED SHOWING PROPOSED SIGN LOCATION AND DISTANCES TO PROPERTY LINES. Initial
12. ALL SIGNS HAVING A SIGN STRUCTURE AREA OF 120 SQUARE FEET OR MORE AND/OR EIGHT (8) FEET OR TALLER IN HEIGHT SHALL BE DESIGNED BY AN ENGINEER TO WITHSTAND A WIND LOAD CREATED BY A 120 MILE PER HOUR WIND. Initial
14. This permit must be renewed if work or construction authorized is not commenced within six (6) months or if construction is suspended or abandoned for a period of one (1) year at any time after work is commenced. Initial

OWNER/APPLICANT SIGNATURE: DATE: SIZE OF SIGN Sq.Ft.

APPROVED BY: DATE:

COMMENTS: